

Attachment "B"

Page 1- Revised Draft for Letterhead

Dear Interested Parties,

Thank you for your interest in the Bel Air / Beverly Crest Neighborhood Council (BABCNC), Planning & Land Use Committee (PLUC). Please note the following General Information on the Planning & Land Use Committee, including its functions and procedures for reviewing pending projects in the BABCNC area. The BABCNC adheres to the City of Los Angeles Planning, Zoning (LAMC) and Building Codes. The BABCNC does not have any additional requirements than those noted in the City Code and Charter or that otherwise come up at a City Department or Hearing. Further, we do not require any separate Architectural or Site Plan review for projects that are being completed within the scope of the subject Code. Note, the BABCNC Planning & Land Use Committee is advisory in nature, we are not an Architectural Review Committee. However, the BABCNC, through it's Planning & Land Use Committee, does review projects that have requested a discretionary approval from the City of Los Angeles. These requests may include, but not limited to, Zone Variances, Zoning Administrator's Determination, Mulholland Design Review, Lot Splits, Haul Route requests, etc. In these cases, a copy of the application(s) is sent to the BABCNC PLU Committee, directly from the Department of City Planning. Once an application is received by the BABCNC, the Planning & Land Use Committee will contact the applicant, and invite them to present their project at one of the regularly scheduled meetings. The Agenda will be posted on the BABCNC website: www.babcnc.org <http://www.babcnc.org> 72 hours prior to the meeting.

Currently the PLU Committee meets on the 2nd Tuesday of the month, from 5:00-7:00pm, at the American Jewish University in Bel Air through virtual (Zoom) Meetings. Note, presenting before the PLU Committee is not mandatory all though encouraged. we are an official arm of the City and an appearance before this Committee is strongly suggested by the City Planning Department and our Council Districts before you proceed to a City Hearing or the City Council itself. The general public is invited to all PLU Committee meetings. Upon review of a project, the PLU Committee may elect to take action, and make a recommendation to the full BABCNC Board on the merits of the project. (ie: Recommend Approval/Support, Approval with Conditions, Deny/Oppose or Continue the project until the next meeting.) The full BABCNC Board reviews the recommendations of the PLU Committee at its regularly scheduled monthly meetings. Those meetings are currently held on the 4th Wednesday of the month. Full details can be found at www.babcnc.org. The public is welcome to attend all BABCNC meetings. At the BABCNC Board meeting, the applicant will have the additional opportunity to present their case to the full Board. Should the BABCNC take a position on a case, a letter stating their recommendation is sent to the City Zoning Administrator and the City Council District in your area. In cases when a City hearing is scheduled between the PLU Meeting and the Neighborhood Council Board meeting, the PLU committee will write the letter instead. Note, a position held by the BABCNC is a recommendation to the City of Los Angeles, the City Planning Department, and the City Council. It is non-binding upon the applicant, but does carry weight with the various City Departments and City Council Member(s). Should you need further information about the Bel Air / Beverly Crest Neighborhood Council, and its Planning and Land Use Committee, please feel free to contact us at the phone number noted above or by email at: council@babcnc.org. Please note the BABCNC, and the PLU Committee, cannot advise on the Land Use potential or development feasibility of any area or property. Also, please note there are several Home Owner's Associations in the BABCNC area that do require a plan submittal for review or have an Architectural Review process. These Home Owner Associations requirements are, in many cases, enforced by CC&R's that are binding with the property. We suggest that all applicants reach out to their respective HOA as applicable and check their Title Report. Thank you again for your interest in the Bel Air / Beverly Crest Neighborhood Council.

	<i>BelAir Beverly Crest Neighborhood Council - Planning and Land Use Committee Project Checklist</i>	Completed
	DCP Master Land Use Application - Including all entitlements (Form CP 7771.1)	
	DCP Hillside Area Development Standards (Form CP-4061)	
	DCP Geographic Referral (Form CP-7812)	
	Required (5) Findings for each entitlement request, Per LAMC 12.27 D	
	Radius Map of abutting properties notified & BTC labeling receipt for confirmation	
	Support Letters from Neighbors, if any	
	Hillside Referral Form, waiver of dedication , basic investigation (if any)	
	Environmental- Linkage Maps, Biological Report, MND, EIR-required per ENV filing	
	Tree Report (if any)	
	Grading Approval letter(s)	
	Grading plan and Cut & Fill Calculations	
	Rough Construction Schedule and Parking /Staging Plan	
	Project Photographs- Site and views of road frontage	
	Project Plans- site plan , grading plans, all floor plans	
	Project Plans -Sections & elevations, Landscape plans	
	Project Plans-Topographic Survey (to scale) & Slope Analysis if part of project	
	<i>Additional Questions to be prepared to answer:</i>	
	Does property have all utilities in street such as Sewer, Gas, Electric Service, Water	
	Is the project subject to the HCR? If so what are the measures to accommodate?	
	Are there any easements on the property or any proposed?	
	Are there any Covenants or Restrictions on the property or any proposed?	